



May 12, 2026

Mr. Jon Holmes
4910 Swinyar Drive
PO Box 1880
Collegedale, TN 37315

RE: City of Collegedale
2023 Pump Station Modernization
Amendment No. 3

Dear Mr. Holmes:

Cannon & Cannon, Inc. (CCI) is pleased to submit the enclosed Amendment No. 3 for continued professional engineering services for the 2023 Pump Station Modernization project for the City of Collegedale (City or Owner) located in Collegedale, TN. We have based our scope of services and related fees on our understanding of the project scope and subsequent conversations with the team. If we have not adequately addressed your needs, please let me know and we'll modify the proposal accordingly.

PROJECT UNDERSTANDING

This project consists of rehabilitation and construction of various improvements at the existing City of Collegedale Pump Station located at 5151 Ooltewah Ringgold Road. The project involves assessment and design of a new pumping system, including upgraded electrical, mechanical, structural and HVAC controls and systems, and other miscellaneous improvements to modernize the City's existing pump station. This contract will be primarily funded as part of the Tennessee Department of Environment and Conservation's (TDEC) American Rescue Plan Act (ARP) Funds. As such, the City has contracted with a 3rd party grant administrative agent to handle all required ARP grant paperwork and contract documents.

The original scope of work was developed assuming full replacement of the existing pumps with the installation of three (3) new solids handling pumps that will be located in the existing pump room as currently installed along with new electrical and controls. The original scope of work also assumed that the existing building walls and roof would be salvaged and re-used.

Later, the City determined that demolishing the existing building roof and walls would allow easier constructability and provide a more complete project. As such, Amendment No. 1 covered the required architectural design elements for a new CMU or metal building and new metal roof as well as updates made by other disciplines for the new pump station building and interior spaces.



Previous Amendment No. 2 covered the Resident Project Representative (RPR) for part-time inspection (1 day/week) to supplement the Owner's full-time RPR inspector of the project during construction. Because this project is being partially funded by ARP, the RPR inspector will be required to provide all inspection activities including daily reports in conformance with ARP requirements.

This Amendment No. 3 covers the required additional Construction Administration time to finish the construction contract. The need for this additional effort is primarily due to the increased number of contractor-generated submittals, Requests for Information (RFIs), change order requests, claims, coordination efforts, and additional review time. These items have resulted in Construction Administration services exceeding the level of effort originally anticipated under the original agreement and previous amendments. Amendment No. 3 is intended to provide compensation for the additional engineering time and effort required to address these overages and to support the successful completion and closeout of the project.

SCOPE OF WORK

The scope of the project includes the following distinctive phases:

- A. Preliminary Engineering Report (PER)
- B. 60% Design
- C. 90% Design
- D. 100% Final Design
- E. Bidding
- F. Construction Administration – Amendment No. 3**
- G. Part-Time Resident Project Representative (RPR) Inspection

A detailed scope of services associated with each phase is described below.

- A. Preliminary Engineering Report (PER) – No Change as part of Amendment No. 3
- B. 60% Design – No Change as part of Amendment No. 3
- C. 90% Design – No Change as part of Amendment No. 3
- D. 100% Final Design – No Change as part of Amendment No. 3
- E. Bidding – No Change as part of Amendment No. 3
- F. Construction Administration – Amendment No. 3**



- a. CCI will continue to provide Construction Administration services necessary to complete the project through August 2026, including review of contractor submittals, RFIs, change order request, pay applications, coordination with Contractor and Owner, construction related meetings, and general engineering support during the remainder of the construction period.

G. Part-Time Resident Project Representative (RPR) Inspection – Amendment No. 2

ADDITIONAL SERVICES (NOT INCLUDED)

- Full-time RPR Inspection.
- Preparation of applications and supporting documents for any grants, loans or advances in connection with the Project such as SRF, CDBG, or similar grants/loans. All ARP grant coordination and documentation shall be provided by the Owner's grant funding administrative agent.
- Development, application, and procurement of permits other than what is specifically listed in the scope above. ARAP and SWPPP (disturbance of < 1 acre) are not anticipated. Contract documents will be structured such that the contractor will be responsible for any other permits as required.
- Preparation or review of environmental assessments and impact statements.
- Construction staking or survey.
- Abatement plans / procedures if hazardous or otherwise unsuitable material is discovered during demolition of the existing building/structures.
- Services in connection with Work Directive Changes and Change Orders to reflect changes requested by the Owner if the resulting changes in compensation for Basic Services is not commensurate with the Additional Services rendered.
- Additional Services during construction made necessary by work damaged by fire or other cause, a significant amount of defective or neglected work of Contractor, and default by Contractor.
- Services resulting from significant changes in the general scope, extent or character of the Project or its design including, but not limited to, changes in size, complexity, CLIENT's schedule, character of construction or method of financing.
- Services during out-of-town travel required of CONSULTANT other than visits to the site or CLIENT's office as required by the Scope of Work.
- Preparing to serve or serving as a consultant or witness for CLIENT in any litigation, arbitration or other legal or administrative proceeding involving the Project.
- Services in making revisions to Construction Documents occasioned by the acceptance of substitutions proposed by Contractor.
- Evaluating an unreasonable or extensive number of claims submitted by Contractor in connection with the Work.



- Time spent by CONSULTANT in performing its contractual responsibilities after the stated completion date of the Construction Contract.
- Preparation of Operation and Maintenance (O&M) Manual for the new pumping equipment.

SCHEDULE – NO CHANGE PER AMENDMENT NO. 3.

Task No.	Deliverable Phase	Schedule
A	Preliminary Engineering Report - Draft	60 Days after NTP
	Preliminary Engineering Report - Final	60 Days after receipt of Owner review comments of draft report
B	60% Design	45 Days after receipt of Owner acceptance of final PER
C	90% Design	60 Days after receipt of Owner review comments of Task B
D	100% Final Design*	30 Days after receipt of Owner review comments of Task C
E	Bidding	30 Days after receipt of TDEC permit
F	Construction Admin	365 Days after award
G	Resident Project Representative (RPR)	240 Days after NTP

FEE

The Owner shall compensate CCI for providing the services set forth herein in accordance with the terms of the Contract. The lump sum cost for the services described will be \$386,300 including Amendment 3. Tasks A thru F will be billed based on percent complete. Task G will be billed hourly and is estimated at \$50,000.

Task A – Preliminary Engineering Report (no change)	\$77,695
Task B – 60% Design	\$50,230
Amendment 1	\$24,440
Task C – 90% Design	\$51,590
Amendment 1	\$19,620
Task D – 100% Final Design	\$36,840
Amendment 1	\$8,695
Task E – Bidding (no change)	\$19,485



Task F – Construction Admin	\$66,160
Amendment 1	\$7,000
Amendment 3	\$24,545
Task G – Resident Project Representative (RPR) – Amendment No. 2	\$50,000(estimated)
Original Contract Amount	\$302,000
Amendment 1 Total	\$59,755
Amendment 2 Total (hourly)	\$50,000 (estimated)
Amendment 3 Total	\$24,545
Amended Contract Total	\$436,300(estimated)

In the unforeseen event the scope of services changes requiring an amended budget; a revised proposal will be submitted to the Owner for review and approval prior to proceeding.

We appreciate you allowing Cannon & Cannon, Inc. to submit a proposal on this project. Please feel free to call me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Josh Paz'.

Joshua Paz, PE
Utility Division Leader

AUTHORIZATION TO PROCEED:

By: _____ Date: _____

Attachments:

- Terms and Conditions